

**MEDICAL RECORD INDEX DIVIDERS
SPECIFICATIONS**

1. Size: 8-1/2" X 11" (before tab) overall size 9" X 11" with tab on the 11" right or left side where so specified (see below regarding specific titles)
2. Paper: 32# ledger stock or equivalent index stock
3. Color: Manilla or buff (not canary)
4. Reinforced 9/16" strip on binding edge (8-1/2" top back side)
5. Two (2) hole punched at top (8-1/2" side)
6. Square cut corners (however round cut corners will be acceptable)
7. Laminated colored tabs, black ink – 1/2" standard size
8. Index title, color and position as listed below
9. Two-sided printing, standard type face
10. 1/2" x standard cut tabs to be placed on 11" (right or left side)
11. Do not collate
12. Packaging: 250 dividers per box, all boxes in a case must be only one type of medical divider
13. Label each inner box and outer case with the entire stock number (see attached)
14. The quantities listed below are per year, the lines in the event reflect the 3 year total.
15. All quantities are estimated.
16. A list of current shipping addresses is provided. The State reserves the right to add, delete or modify shipping addresses as needed. The Contractor will be required to ship to location as specified on purchase orders.
17. Orders will be placed by box.
18. Tabs to be 1/7 cut.

<u>TITLE</u>	<u>Position</u>	<u>PLACE</u>	<u>COLOR</u>	<u>QUANTITY/YEAR</u>
DIAGNOSTIC	4 TH	LEFT	RED	26,000
CONSULT	5 TH	LEFT	DK. GREEN	26,000
ADMINISTRATION	6 TH	LEFT	BLUE	26,000
OLD RECORD	7 TH	LEFT	ORANGE	13,000
OLD RECORD	7 TH	RIGHT	ORANGE	13,000
PROGRESS NOTES	1 ST	RIGHT	PURPLE	26,000
HISTORY	2 ND	RIGHT	YELLOW	39,000
WIC	4 TH	RIGHT	PINK	26,000
PRENATAL	5 TH	RIGHT	AMBER	26,000
HUGS	6 TH	RIGHT	CLEAR	750
CSS	5 TH	RIGHT	BROWN	750
CHAD	6 TH	RIGHT	CLEAR	750
CARE COORDINATION	5 TH	RIGHT	GRAY	26,000
BLANK	7 TH	RIGHT	CLEAR	39,000
TOTAL				288,250

SAMPLES WILL BE PROVIDED BY AGENCY UPON REQUEST PRIOR TO AWARDING OF CONTRACT